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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
19 July - 25 July 1984

I. Items or Events of Major Interest that Have Occurred
During the Preceding Week

A. Digital Prepress - The Request for Procurement of an Automated Page Makeup System has been delivered to Procurement Division and should be mailed to the vendors by 27 July. All responses are to be received by 27 August, and evaluation of the proposals will begin at that time. The schedule for acquisition of this system by the end of September is very tight, but we have confidence that it will be accomplished.

B. Release 4 - Release 4 installation and testing continues with assistance from two Prepress night shift employees. Emphasis this week will be on testing communications with the Wang and ODP IBM system. The two night shift employees are also being briefed on new Release 4 system configuration and features. This time will provide an opportunity for feedback from the night shifts on current and future system operations.

C. Laser Platemaker - A new laser head was installed on the Laser Platemaker last Tuesday, and the machine is currently running smoothly. This repair resulted in only one day's loss of production on the Laser Platemaker.

D. Copier Management Program:

1. The Copier Management Program (CMP) met with representatives of the Xerox Corporation on 17 July to meet the new Field Service Manager for this Agency. The CMP reviewed concerns regarding slow response to service calls by Xerox, and responded with plans to improve service.

2. The CMP met with new representatives of the Savin Corporation to review their account. Savin agreed that their machine performance and service has been less than what it should be for many months and announced plans to improve service and replace old rented Savin copiers with new technology models wherever the CMP may request at no additional cost.

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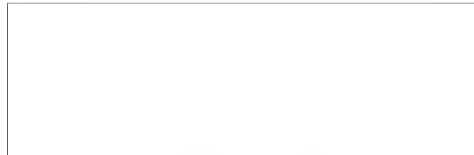
E. Miscellaneous:

1. New air dampers have arrived, and installation began on 24 July 1984 and is expected to last two weeks. This means that the P&PD Building should be in proper air balance by early August. At that time we should regain control of room temperature via the local thermostat.

2. The New Building Project Office was notified on 18 July re modifications to the wooden walkway across the street. The problem is the buildup of mud, requiring P&PD customers and employees to be aerobatic in getting on or off the walkway. A ramp will be fitted to facilitate personnel and equipment and allow the mud and rain to flow along the curbing.

II. Significant Events Anticipated During the Coming Week

None



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